

Request for Proposal – Moving Services Overview

Contract Administrator: Deb Tolson 410-514-7102 – Deb.Tolson@maryland.gov

Contract Project Manager: Sharon Hayes 410-514-7090 – Sharon.Hayes@maryland.gov

Move Coordinator: Dale Dorsch – 410-514-7090 – Dale.Dorsch@maryland.gov

Attached floor plans for:

- Current location – Crownsville
- Future location – New Carrollton

Date of this contract/scheduled move: April 13th – April 22nd

- April 13th – April 15th
 - Move of files rooms (files, boxes)
 - Approx. 440 file cabinets
 - Approx. 350 bookcase
 - Approx. 12,000 boxes
 - Fire proof file cabinets various sizes - 17
 - Move various conference rooms (tables, chairs, credenzas, wipe boards, etc.)
 - Large tables- 10
 - Medium tables - 17
 - Chairs- 117
 - Credenzas - 10
 - Wipeboards - 8
 - Lamps - 4
 - Easels - 3
 - Projectors – 2, Screens -2
- April 16th
 - Move FFMS unit & misc. items
 - 12 – file cabinets
 - 5 - bookcases
 - 15 - shelving units
 - 8 - storage cabinets
 - 6 – large work tables
 - 8 - u-shape desk = 24 pieces
 - 16 – chairs
 - Note: time will be spent setting this office area up
- April 17th – April 20th
 - Move boxes for 276 staff in cubicles – approx. 1,400 boxes
 - Move staff offices, furniture & boxes – 133 staff in offices – approx. 700 boxes
 - Move office furniture for 133 staff going into offices – 704 pieces
 - Desks – 155 (7-u-shape,23 - L-shape, 125 exec.)
 - Chairs – 377
 - Credenzas – 56
 - Tables – 66
 - Computer desks – 5
 - Sofa/chairs – 10

- Hutches – 10
- Boards – 30
- April 20th
 - Move main conference rooms (tables, chairs, podium)
 - 3 - large tables
 - 40 - folding tables
 - 130 - folding chairs
 - 2 – 2 drawer file cabinets
 - 2- ceiling screens
 - Sound system (DVD, receiver)
 - 2-small carts
 - 4 – easels
 - 2 – podiums
 - 1- TV/stand
 - Lobby
 - 3 - sofa tables
 - 2- end tables
 - 5 – lamps
 - 3 – chairs
 - 2 - sofa
 - 3- glass curio cabinets
 - IT Training room
 - 14- tables
 - 23 - chairs
 - 3 – floor fans
 - 1 – projector & screen
 - 2 - bookcase
 - 1- easel
 - 1- computer table
 - 2 – shelving units
 - Misc. furniture/items from various locations within the building
 - 3- shelving units
 - 2 – large tubs/carts
 - 6 - tables
- April 21st & 22nd
 - Rearrange furniture, remove debris

Additional information will be provided to the awarded bidder (i.e. more detailed listing of items, location and cell numbers for the move coordinators).